

Standard Operating Procedure (SOP) REB Review Criteria

1. PURPOSE

The purpose of this standard operating procedure (SOP) is to describe the SMU REB review submission requirements and review procedures. This SOP applies to both initial and continuing REB review requests. When the review criteria are met, the request is registered for review work, received a SMU REB file number to later reference and the review work of the current research plan begins.

- 2. REB REVIEW
- Review Jurisdiction
- 2.1.1.
- 2.1.2. The appeals review Board for the SMU REB is the Mount Saint Vincent University REB.

3. DEMONSTRATION OF THE CURRENT RESEARCH PLAN

Researchers demonstrate the full currently known intentions about a research plan via request forms (Form 1/Form 1 C). Forms request the sufficient information needed for the purposes of REB review. The plan will serve as the research record to be later used for communication with research participants, researchers and routinely referenced when researchers request changes to a cleared plan when new plans emerge. The REB will provide review service throughout the life cycle of the research. REB review and clearance is needed in order to invite potential participants to take part in the research. The design of the research plan is at the liberty of researchers and

research plan.

- 4. TYPES OF REB REVIEW
- 4.1. Initial REB Review
- 4.1.1. Request for Exemption Review

Exemption review results tell researchers either: that according to the TCPS2 (2022), the current plan is not deemed "research" with human participants or that a request for initial REB review needs to be sent along. This opinion seeking is optional but is advised as the Step 1 interaction with the REB.

- 4.1.2. Form 1: Application for Research Ethics Clearance for Research Involving Humans Initial review clearances of the current research plan tells researchers, "Recruitment of research participants may begin with a ready informed consent process."
- 4.1.3. Form 1 C: Application for Research Ethics Clearance for Research Involving Humans with Current Clearance by Another Canadian REB Initial local review clearances of the current local research plan tell researchers, "Until the other Canadian REB clearance is in place, recruitment of research participants for the SMU-affiliate may begin."

4.2.

